



**Department of Housing and Community Development**

**NOTIFICATION OF VACANCY**

**November 28, 2017**

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**Enterprise Zone Program Administrator  
(Program Administration Specialist II)**

**POSITION #00049**

**LOCATION:**

**DHCD  
600 East Main Street,  
Suite 300  
Richmond, Virginia 23219**

**HIRING RANGE:**

**\$53,000 - \$62,000 Annually**

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**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development (DHCD) is seeking an experienced and energetic individual to design and provide a program of community economic development work that focuses on the day-to-day activities of the Virginia Enterprise Zone Program, including technical assistance and training to Enterprise Zone sites and constituents and to any other organizations, localities, or clients with an interest in the Enterprise Zone (EZ) program; provide Industrial Revitalization Fund grant support and management; and to acquire, organize, keep and provide accurate data tracking to ensure the effectiveness of Office of Community Revitalization programs in revitalizing Virginia Communities.

**QUALIFICATIONS GUIDE:**

Ability to work comfortably with diverse constituencies, discern their needs, and develop appropriate levels of technical assistance. Knowledge of economic and community development needs of distressed areas. Strong PC and software utility skills, especially with developing complex Excel spreadsheets, data management platforms and word processing. Ability to independently plan and execute multiple programmatic activities to develop and recommend program procedures, communicate effectively both orally and in writing, make technical presentations and provide technical assistance. Ability to interpret complex regulations, and communicate these interpretations to a wide variety of audiences. Ability to organize, manage and analyze program data and records and evaluate results within deadlines. Ability to understand and analyze project and program budgets and pro formas, financial reports, grant guidelines and performance measures. Ability to design and conduct training and input workshops. Ability to give strong attention to details while keeping the broad goals for the program in view. Ability to manage time, prioritize work to meet deadlines, work independently, and to work with staff to accomplish group work plans. Work beyond normal work schedule and travel is required. Strong interpersonal and problem resolution skills. Knowledge of grant and other economic development incentives helpful. Some knowledge of the VA EZ Program is helpful. Working knowledge of GIS helpful; certification preferred. Prefer Master's degree in planning, public administration, or a related field. An equivalent combination of training and experience will be considered in lieu of educational requirements.

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**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY DECEMBER 12, 2017 AT 11:59 PM EST.**

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***For additional information please contact our Human Resource Office, at (804) 371-7080  
An Equal Opportunity Employer***

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***

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